

# CITY OF FAIRFIELD

# SIGN APPLICATION

Please Type or Print

## DEPARTMENT OF PLANNING AND DEVELOPMENT

GENERAL INFORMATION	LOCATION OF PROJECT (ADDRESS)		ASSESSOR'S PARCEL NUMBER(S)	
	NAME OF PROPOSED PROJECT			
	APPLICANT NAME/CONTACT PERSON		BUSINESS PHONE ( ) -	HOME PHONE ( ) -
	APPLICANT ADDRESS		CITY	STATE ZIP
	PROPERTY OWNER NAME		BUSINESS PHONE ( ) -	HOME PHONE ( ) -
	PROPERTY OWNER ADDRESS		CITY	STATE ZIP
PROPERTY OWNER'S CONSENT - I declare under penalty of perjury that I am the owner of property involved in this application. I certify that all of the submitted information is true and correct to the best of my knowledge and belief. Property owner authorization letter is acceptable. <div style="text-align: right;">X _____</div>				

PROJECT INFORMATION	PROPOSED SIGN INFORMATION <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT <input type="checkbox"/> SIGN PROGRAM    TOTAL SQ. FT. OF PROPOSED <input type="text"/> NUMBER OF SIGNS REQUESTED <input type="text"/> NUMBER OF SIGNS EXISTING <input type="text"/> TOTAL SQ. FT. OF EXISTING <input type="text"/> IS PROPOSED SIGN PART OF AN EXISTING SIGN PROGRAM? <input type="checkbox"/> YES <input type="checkbox"/> NO    WHICH?			
	TYPE (INDICATE FREESTANDING, ATTACHED, AWNING, WINDOW, OTHER)	DESCRIPTION		ILLUMINATED?
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ COLOR: BACKGROUND _____ LETTERS _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ COLOR: BACKGROUND _____ LETTERS _____		<input type="checkbox"/> YES <input type="checkbox"/> NO
		SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____ HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____ MATERIAL: BACKGROUND _____ LETTERS _____ COLOR: BACKGROUND _____ LETTERS _____		<input type="checkbox"/> YES <input type="checkbox"/> NO

SUBMITTAL INFORMATION FOR SIGNS <input type="checkbox"/> 3 SETS OF DIMENSIONED DRAWINGS CONSISTING OF: <input type="checkbox"/> SITE PLAN SHOWING EXACT LOCATION OF SIGNS AND THE BUILDING/TENANT FRONTAGE ON THE STREET <input type="checkbox"/> ELEVATION OF THE BUILDING FACE OR STRUCTURE SHOWING THE EXACT LOCATIONS OF THE PROPOSED SIGNS <input type="checkbox"/> SIGN DRAWING INDICATING THE MATERIALS, LETTER STYLE AND EXACT DIMENSIONS OF THE SIGN <input type="checkbox"/> LANDSCAPE PLAN (FOR FREESTANDING SIGNS ONLY) <input type="checkbox"/> ONE COLORED SIGN DRAWING <input type="checkbox"/> SIGN PROGRAM SUBMITTALS REQUIRE 10 COPIES, AND MUST INCLUDE A WRITTEN DESCRIPTION OF THE CRITERIA FOR SIGNS PROGRAM	
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DEPT	RECEIVED BY	DATE	FEE RECEIVED \$	RECEIPT NUMBER	APPROVED BY	DATE
	CONDITIONS					

# CITY OF FAIRFIELD

## DEPARTMENT OF PLANNING AND DEVELOPMENT


## GUIDE FOR COMPLETING

# SIGN APPLICATION

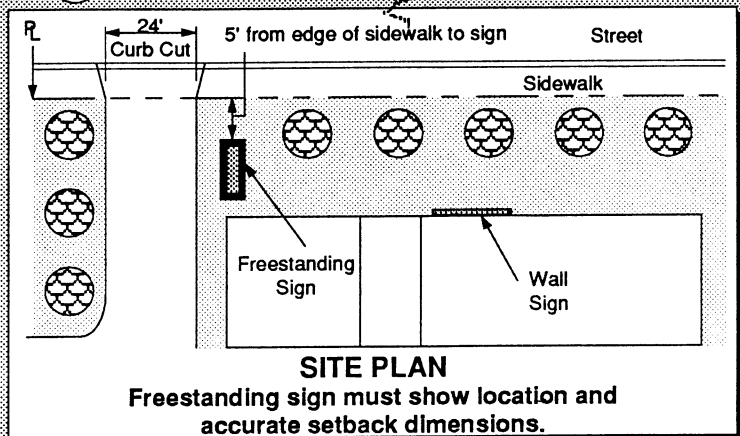
1

### APPLICATION PROCESS

- ☐ 1. Complete General Information Section
 

 Don't forget property owner signature  
 Be sure to include a project title  
 NAME OF PROPOSED PROJECT  
 ABC Auto Parts
- ☐ 2. Complete Project Description as in example ③ below
- ☐ 3. Submit the number of plans on the application.
- ☐ 4. Submit fee in the amount of \$ \_\_\_\_\_
- ☐ 5. Submit all application materials as a complete package. CHECK WITH STAFF FOR AMOUNT
- ☐ 6. All sign permits require Building Division approval, and may need separate fee and construction drawings.

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PROPOSED SIGN INFORMATION			
<input type="checkbox"/> TEMPORARY	<input checked="" type="checkbox"/> PERMANENT	<input type="checkbox"/> SIGN PROGRAM	TOTAL SQ. FT. OF PROPOSED <b>15</b>
NUMBER OF SIGNS REQUESTED <b>1</b>	NUMBER OF SIGNS EXISTING <b>0</b>	TOTAL SQ. FT. OF EXISTING <b>0</b>	
IS PROPOSED SIGN PART OF AN EXISTING SIGN PROGRAM? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO WHICH?			
TYPE (INDICATE FREESTANDING, ATTACHED, AWNING, WINDOW, OTHER)	DESCRIPTION	ILLUMINATED?	
Wall	SIZE: HEIGHT <b>3'</b> LENGTH <b>5'</b> DEPTH <b>9"</b> SQ FT <b>15</b>	<input checked="" type="checkbox"/> YES	
	HEIGHT ABOVE GRADE <b>5'</b> LETTER HEIGHT <b>9" &amp; 12"</b>	<input type="checkbox"/> NO	
	MATERIAL: BACKGROUND <b>Plexi</b> LETTERS <b>Plexi</b>	<input type="checkbox"/> YES	
	COLOR: BACKGROUND <b>Red</b> LETTERS <b>White</b>	<input type="checkbox"/> NO	
	SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____	<input type="checkbox"/> YES	
	HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____	<input type="checkbox"/> NO	
	MATERIAL: BACKGROUND _____ LETTERS _____	<input type="checkbox"/> YES	
	COLOR: BACKGROUND _____ LETTERS _____	<input type="checkbox"/> NO	
	SIZE: HEIGHT _____ LENGTH _____ DEPTH _____ SQ FT _____	<input type="checkbox"/> YES	
	HEIGHT ABOVE GRADE _____ LETTER HEIGHT _____	<input type="checkbox"/> NO	
	MATERIAL: BACKGROUND _____ LETTERS _____	<input type="checkbox"/> YES	
	COLOR: BACKGROUND _____ LETTERS _____	<input type="checkbox"/> NO	

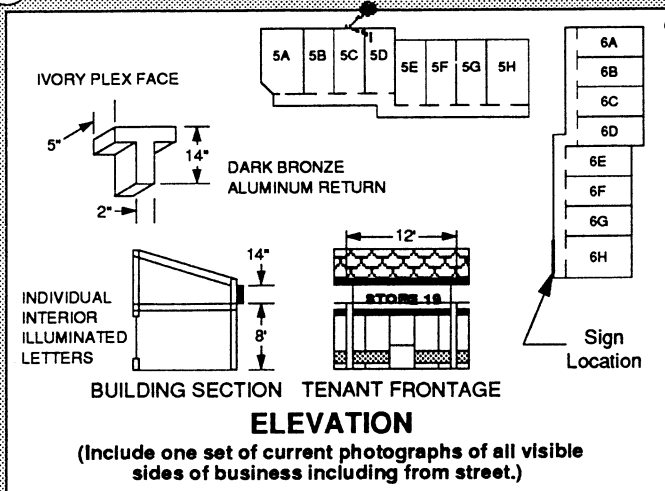
3 SETS OF DIMENSIONED DRAWINGS CONSISTING OF:

☐ SITE PLAN SHOWING EXACT LOCATION OF SIGNS AND THE BUILDING/TENANT FRONTAGE ON THE STREET

In retail, commercial, industrial and office centers with approved sign programs, all new signs must conform to size and color specifications.

Area includes entire length times height of sign face, including frame. (Base of freestanding signs is excluded).

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